

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS**

**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: 540.428.8715

Fax: 540.347.5753

barbara.whitehurst@fauquiercounty.gov

**NOTICE OF CONTRACT AWARD**

DATE: July 14, 2003

COMMODITY NAME: Student School Planners

CONTRACT NUMBER: RTV-3024

CONTRACT PERIOD: 4/15/2003 through 3/28/2005

RENEWAL OPTIONS: (3) one Year renewal options

CONTRACTORS: Premier Agendas, Inc.  
The Student Planner  
Success By Design, Inc.  
Select Agendas  
Meridian Student Planner

TERMS: Net 30

DELIVERY: See contract file

FOR FURTHER INFORMATION CONTACT: Barb Whitehurst, Buyer  
Phone: 540.428.8715

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL  
USING DEPARTMENTS: This contract is the result of a competitive bid  
program and its use must follow the FCG&PS Procurement Policy/Procedures  
for the purchase of the commodity listed herein. Please see the reverse side of  
this notice for further instructions regarding this contract.

By: \_\_\_\_\_  
Barb Whitehurst, Buyer  
Buyer, FCG&PS Procurement

## INSTRUCTIONS

1. **Orders:** All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8720 or 8717
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a "Not to exceed" estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Pricing: See Contract File